



**U.S. DEPARTMENT OF STATE
VIRTUAL FELLOWS PROGRAM
PROJECT DESCRIPTION – AVC/MNA**



This project seeks a Virtual Fellow to serve with the **Office of Multilateral and Nuclear Affairs, Bureau of Arms Control, Verification and Compliance (AVC/MNA)** as **UNGA First Committee and Nuclear Disarmament Consultant**.

Fellow Location: The Fellow will serve virtually and will not be physically located at the Department of State.

Project Name: United Nations General Assembly First Committee (UNGA/FC) and Nuclear Disarmament Support

Project Description: The Fellow will serve as a consultant to AVC/MNA on the UNGA First Committee and Nuclear Disarmament. The First Committee meets annually at UN Headquarters in New York. AVC/MNA provides support, guidance, and staffing for the U.S. participation in the UNGA First Committee. Working with the First Committee Coordinator and Executive Secretary, the Virtual Fellow will develop and maintain a specific system for the timely and efficient conduct of information-sharing between the delegation and Washington policy-makers and thereby facilitate timely provision of key guidance to the delegation. Associated with this project, the Virtual Fellow will assist in the development, launching, and monitoring of the triennial U.S. initiative in the UNGA First Committee on “Compliance with non-proliferation, arms limitation and disarmament agreements and commitments.” Finally, and time permitting, the Virtual Fellow will monitor and assess preparations for the 2018 International Conference on Nuclear Disarmament, as called for in UNGA Resolution 68/32, and at the UNGA High Level Meeting on Nuclear Disarmament in September 2013, with a view to keeping policy-makers informed, and to make recommendations on U.S. policy in that regard.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Direct experience with tools for, and support of, UNGA First Committee and guidance development by USG policy-makers, including resolution-tracking and assessment;
- Understanding of, and experience in, working substantively the myriad of issues addressed by the UNGA First Committee, and in particular, issues related to nuclear disarmament; and
- Understanding of U.S. policies and practices on nuclear arms control and reductions.

Clearance: The Fellow must be a U.S. citizen and must receive a security clearance prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the security clearance. (Note: A candidate is NOT required to have a security clearance prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.